

SECRET*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 26 March 1957

FROM : Acting Chief, Administrative Training

SUBJECT: Weekly Report No. 13, 19 - 26 March 1957

1. Budget and Finance Procedures No. 1 started 25 March with an enrollment of []

25X1

2. Because of the alterations being done on Bldg. [] the two groups (Operations Support and Budget and Finance Procedures) are being transferred between rooms in this building and Alcott Hall.

25X1

Due to the requirement for moving materials and the crowding that frequently exists, it is believed that this may have a detrimental effect on course results.

3. The Comptroller's Office has advised that the Cable and Dispatch Refresher that is to be given by [] on 3, 4 and 5 April has been "over-subscribed" and have requested a second session. This will be done.

25X1

25X1

4. [] began military leave on 18 March and will return in two weeks.

25X1

5. [] spoke to Basic Supervision on Personnel Controls 19 March.

25X1

6. [] presented the Finance lectures to the Operations classes at [] on 20 and 21 March.

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7. [] reported back to work on a full-time basis.

25X1

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